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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 September 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 37
10 September - 16 September 1958

I. SIGNIFICANT ITEMS

Nothing to report

II. OTHER ACTIVITIES

A. On Monday, 15 September, Dr. [] met with the DAD/OCR. The purpose of the meeting was to discuss the section of his training manual that deals with repositories. Also, at the meeting Messrs. [] discussed the new trends in OCR policy and procedures.

B. On Wednesday, 10 September, Dr. [] lectured to the I.O. class. His subject was "Production of Intelligence."

C. During the past week Dr. [] of the A&E Staff obtained from Mr. [] of the Production Staff, ORR, information for additional exercises to be used in the ORR running of the Intelligence Research (Techniques) course.

D. On Monday, 15 September, Mr. [] lectured in the Effective Speaking Course. His subject was "Use, Design, and Production of Graphic Aids."

E. During this week Dr. [] is conducting seminars for the Intelligence Orientation Faculty.

F. On Wednesday, 10 September, the OO/C Refresher Course began with nineteen students--fourteen from the field and five from Headquarters. The course, covering industrial and alien exploitation, is being held at 1717 H Street.

G. On Monday, 15 September, Mr. [] of the DDS Office requested that the Writing Workshop Course to begin on 3 November 1958 be adapted to the requirements of Regulations Writing and that enrollment in the course be limited to DDS personnel concerned with the writing of regulations. The request is thus far tentative. Colonel White will confirm the request on or before 1 October.

Meeting w/ DDS scheduled Monday 22 Sept.

SEE REVERSE FOR DECLASSIFICATION ACTION

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Mr. [] has prepared materials for the course, and Messrs. [] have seen and approved them.

III. PERSONNEL NOTES

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A. On Thursday, 11 September, members of the Intelligence Production Faculty entertained at a farewell luncheon for Miss [] who left the Agency on Friday to accept a position with the Civil Aeronautics Administration.

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